



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

.From: Jennifer Chancellor
Manager
Long Term Services and Supports Policy

Subject IHFSP Reconciling Guidelines When Item(s) Haven't Been Included On The
Service Plan

Issuance Date: May 3, 2016

LTSS 16-05-001

Effective Date: May 3, 2016

This memorandum provides instruction to case managers on reconciliation of the purchase of an allowable item that was not on the approved Service Plan.

When an individual submits a receipt for an allowable item(s) that would have qualified had the individual requested the item added to their service plan prior to the purchase date, the case manager will consider the receipt for reconciliation of the grant.

It is not required that the item be listed on Form 2308, Request for Items and Services, however the item must be related to the individual's disability. If the item has a value of more than \$1,000.00, the individual must obtain three bids as instructed in handbook section 5230, Bid Procedures. At the time of the grant reconciliation, the case manager should remind the individual that it is necessary that all known items are included on the service plan prior purchasing the item.

If you have questions about this memo, please contact DADS at ihfsp@dads.state.tx.us.